

ENGLISH MARTYRS CATHOLIC VOLUNTARY ACADEMY

A MEMBER OF THE ST THOMAS AQUINAS CATHOLIC MULTI ACADEMY TRUST



Willow Crescent, Oakham, Rutland, LE15 6EH

Telephone: 01572 722400

Email: office@englishmartyrs.rutland.sch.uk

www.englishmartyrs.rutland.sch.uk



Artsmark
Silver Award
Awarded by Arts
Council England



Head Teacher: Mrs Alison Chambers

Accredited School
ROUTE TO RESILIENCE
IN SCHOOL | AT HOME | FOR LIFE



Healthy Schools

From September 2022, the **Working Together to Improve School Attendance** document replaces all previous guidance. Attendance is the essential foundation to positive outcomes for all pupils and only exceptional circumstances warrant granting a leave of absence. An absence will not be granted unless it has been applied for in advance. Parents should plan their holidays around school breaks and avoid seeking permission from school to take their children out of school during term time unless it is unavoidable. **Failure to ensure your child's regular attendance at school is an offence under Section 444 of the Education Act 1996.**

If the headteacher has not authorised the absence, then the Local Authority may take legal proceedings against you. This may result in:

- **A Penalty Notice requiring payment of a penalty of up to £120 per parent per child. Failure to pay the penalty due will result in prosecution before Magistrates Court.**
- **Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.**
- **Prosecution under Section 444(1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence.**

Please note that you may not be issued with Penalty Notice as the Local Authority may decide that it is appropriate to prosecute you without first offering an alternative.

I request permission to take (name of child) _____

out of school from _____ until _____

inclusive because _____

Signed (by parent or guardian) _____ Dated _____

For office use only: ☐ Permission granted

☐ Permission denied

Dear Parent

Dated:

Your request to take _____ out of school during term time has on this occasion been **granted / declined**. If you would like to discuss this further please contact the school office.

Yours sincerely

'We grow and learn with the gifts we have been given, following in the footsteps of Jesus'

St Thomas Aquinas Catholic Multi Academy Trust. Registered address: Unit 5, Charnwood Edge Business Park, Cossington LE74UZ.

A company limited by guarantee registered in England and Wales (company number: 08090890)